

# TENTERFIELD SHIRE COUNCIL



**Position Information Package**

**Director of Infrastructure**

**Reference No: 16/23**

**Index**

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<b>Item</b>
<b>Copy of Advertisement</b>
<b>Job Application Cover Sheet</b>
<b>Position Description (Including Selection Criteria)</b>
<b>Important Information for Applicants All applicants are requested to read this information</b>

**December 2023**



## POSITION VACANT

Applications are invited for the below position:

### **Director of Infrastructure – PV 16/23**

Attractive Annual Salary in a range commensurate to qualifications and experience in the TRP range of \$220K (inclusive of Superannuation and applicable 'Award' allowances) is envisioned for the right candidate.

Tenterfield Shire Council is based in the New England region of NSW, just 2hrs North of Armidale, and less than 3hrs inland from Byron Bay. The Shire is home to 6,800 residents spread across our vast LGA, covering 7,332 km<sup>2</sup>.

The General Manager is seeking to appoint a qualified Engineer to take on the role of Director of Infrastructure to deliver effective and efficient services and projects for our community. The position will form a significant part in a senior leader's career and provides the opportunity for a lifestyle change where you can enjoy the spectacular outdoor beauty of the New England region.

**ABOUT THE ROLE** – As the Director of Infrastructure, reporting directly to the General Manager, you will lead a directorate of staff through 4 direct reports, who are experienced and tenured Managers leading Works, Water & Waste, Asset & Program Planning and Open Spaces, Regulatory & Utilities.

As a member of the Executive team, you will provide high level advice to Council, and the General Manager on a range of complex matters within the infrastructure portfolio. You will ensure the effective leadership in the delivery of strategic and operational management of civil and environmental engineering services, and oversee all activities associated within the following Council functions: Infrastructure Planning, Asset and Project Management, Works, Engineering and Design, Plant Management, Parks, Sporting Fields and Public Spaces, Buildings and Public Facilities, Water Supply, Sewerage Service, Waste Management, Environment Management, Town Planning Advice, Emergency Management and Regulation.

**ABOUT YOU** – As a highly motivated professional, you will have a minimum of 10 years' experience working in a relevant field at a management level or higher, and possess a relevant tertiary qualification in Engineering that will allow certification as a Professional Engineer in NSW, demonstrated effective leadership and people management skills, excellent communication, negotiation and conflict management skills while dealing with people of diverse backgrounds, along with building strong relationships across our community and stakeholders. You will bring with you a positive attitude, experience and knowledge working within our 'fast paced' environment and dynamic workforce.

**HOW TO APPLY** - Further information and details can be obtained in Council's **Position Information Package**, or by contacting Council's General Manager or HR, Workforce Development & Safety on 02 6736 6000 (during business hours).

Applications addressing the selection criteria should be emailed to the General Manager at [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au) quoting the reference number and be submitted by no later than **4.00pm, 11 January 2024**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect & Excellence (ICARE).

Applicants must be an Australian citizen or an approved resident Visa Holder (Australian Government Visa Program) at the time of employment. Applicants that do not meet this requirement need not apply.



**TENTERFIELD SHIRE COUNCIL  
JOB APPLICATION  
COVER SHEET  
Reference No 16/23**

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**Position applied for: Director of Infrastructure**

**Mr**  **Family Name:** \_\_\_\_\_

**Mrs**  **Given Names:** \_\_\_\_\_

**Ms**  **Preferred Name:** \_\_\_\_\_

**Miss**

**Other**

**Postal Address:**

**Telephone** (please ensure you can be contacted on this number during business hours i.e., 9am - 5pm)

\_\_\_\_\_

**Home:** \_\_\_\_\_

\_\_\_\_\_

**Mobile:** \_\_\_\_\_

\_\_\_\_\_

**Other:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please tell us where you heard about this position** \_\_\_\_\_

**THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION**

**Address all correspondence to:**

Chief Executive  
Tenterfield Shire Council  
**Confidential: Job Ref No: 16/23 – Director of Infrastructure**  
PO Box 214  
**TENTERFIELD NSW 2372**  
[hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)

**Job Enquiries:**

**General Manager, or  
HR, Workforce Development & Safety**  
Phone: (02) 6736 6000 (during business hours)  
Email: [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)



Position Description  
**Director of Infrastructure**

*Quality Nature - Quality Heritage - Quality Lifestyle*

<b>Division:</b>	General Manager
<b>Section:</b>	Infrastructure
<b>Position Identifier:</b>	DOI/V2
<b>Classification:</b>	Grade 25 with market recognition. This is a non-Contract role
<b>Industrial Instrument:</b>	Local Government (State) Award
<b>Location:</b>	Council Depot Administration Building, Riley Street, Tenterfield and Administration Office Building, Rouse Street Tenterfield
<b>Date position description approved</b>	December 2023

**Council overview**

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

**Council values**

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

**Primary purpose of the position**

Reporting to the General Manager this position is responsible to plan, lead and motivate the Infrastructure Services directorate to ensure the provision of the highest quality of public services and infrastructure.

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Provide direction and mentoring to a diverse group of managers who make up this diverse operational directorate, including the development, maintenance and implementation of strategic asset plans and corporate business plans for all services.

Oversee all activities associated with the following Council functions: Infrastructure Planning, Asset and Project Management, Works, Engineering and Design, Plant Management, Parks, Sporting Fields and Public Spaces, Buildings and Public Facilities, Water Supply, Sewerage Service, Waste Management, Environment Management, Town Planning Advice, Emergency Management and Regulation.

To provide specialist professional advice in the development and review of organisational strategy and plans.

### **Key accountabilities**

Within the area of responsibility, this role is required to:

- Develop, implement and communicate the priorities, strategies and actions of the Directorate, in accordance with the relevant corporate business plans and Councils integrated strategic plans.
  - Lead and manage the delivery of services from the Infrastructure Services directorate in-line with the approved annual budget and operational plan.
  - Provide leadership and mentoring to staff from within the Directorate in order to meet the desired outcomes of the organisation.
  - Provide strategic advice to the General Manager, Executive and Council with regard to all items relating to the Infrastructure Services.
  - As a member of the Executive, contribute to the strategic direction and leadership of the organisation including strong cooperation and coordination across directorates.
  - Attend Council and Standing Committee meetings and implement the decisions of Council relevant to Infrastructure Services and report on the progress of actions taken.
  - Construct and maintain Councils Asset Management Strategy and individual Asset Management Plans, including all associated modelling and scenario planning.
  - Develop and manage the systems and procedures utilised for effective project management, including all reporting mechanisms and proactive analysis tools.
  - Oversee the completion on all of Councils annual statutory reports, acquittals, returns and other requirements for the Infrastructure Services directorate.
  - Develop, implement and manage Business Plans for the delivery of services for all business units of the Directorate that support the operational plan and reflect the Councils strategic direction.
  - Lead the planning and management of all activities associated with the following Council functions: Infrastructure Planning; Asset and Project Management; Works; Engineering and Design; Plant Management; Parks, Sporting Grounds and Public Spaces; Buildings and Public Facilities; Water Supply; Sewerage Service; Waste Management; Environment Management; Town Planning advice on DA's Building Control as relevant to engineering conditions; Emergency Management and Regulation.
  - Assist in the delivery of Councils asset revaluation program and asset reporting.
  - Manage Councils plant management function including development and review of the Plant Asset Management Plan, Plant replacement protocols and maintenance schedules.
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- Provide ongoing review and development of the systems and processes employed for the capture and management of Council’s asset management, regulation, town planning, environment, emergency management, water and sewer data, risk management records, audit and accreditation requirements and internal and external reporting requirements.
- Identify, develop, implement, review and maintain all Directorate policies, protocols, business rules and procedures as required.
- Keep up to date with all relevant legislation, standards, directorate circulars and other senior management requirements.
- Ensure that adequate and effective structures, delegations and controls are in place to ensure that managers and staff have a clear understanding of their roles and responsibilities.
- Ensure that a safe and healthy work culture, environment and practices are in place for staff and contractors.
- Develop and manage the workforce planning, recruitment and retention programs for the Directorate.
- Manage the staff performance assessment processes and annual staff planning for the Directorate.
- Carry out Emergency Management processes and procedures including support for the functions of the Local Emergency Management Committee (LEMC)/ act as a Local Emergency Management Officer (LEMO), coordinate with RFS (Including financials) and other combat agencies.

### **Key challenges**

Delivery of all Operational Plan and Program objectives is achieved on time and on budget. Linking strategies with on-the-ground deliverables and genuine engagement with the infrastructure team and Council staff generally, together with enhancement of the workforce through effective and outcomes-based leadership.

### **Key internal relationships**

<b>Who</b>	<b>Why</b>
Councillors, General Manager, Council staff, Management and Executive.	Ensure effective and compliant deliverables

### **Key external relationships**

<b>Who</b>	<b>Why</b>
State and Federal Government Departments, Local Government NSW, insurers, suppliers, contractors, consultants, relevant professional and industry organisations and associations.	Effective delivery

### **Key dimensions**

#### **Decision making**

In accordance with Council’s Delegation Register

#### **Reports to**

General Manager

#### **Direct reports**

Four - Manager Works, Manger Water and Waste, Manager Assets and Program Planning, Manager Open Space, Regulatory & Utilities, and occasional Contractors.





## Budget (operating and capital expenditure)

As approved by Council annually

### Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Highly Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Highly Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Advanced
	Assets and Tools	Highly Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Highly Advanced
 Workforce Leadership	Manage and Develop People	Highly Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Highly Advanced
	Lead and Manage Change	Advanced

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Highly Advanced	<ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community, make an impact and advance the organisation</li> <li>• Models initiative and decisiveness</li> <li>• Applies and shares knowledge gained through experience and exposure to experts, colleagues and stakeholders</li> <li>• Proactively seeks opportunities for growth for self and others</li> <li>• Actively seeks, reflects and acts on feedback, showing a strong capacity and willingness to modify behaviour</li> <li>• Works to apply strengths and mitigate weaknesses and limitations</li> </ul>
<b>Personal Attributes</b> Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"> <li>• Acts in the public interest at all times</li> <li>• Is prepared to act and take ownership for difficult decisions</li> <li>• Supports and stands by people in the organisation who have made an honest mistake</li> <li>• Creates a climate in which people feel supported to take responsibility for outcomes</li> <li>• Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks</li> </ul>
<b>Relationships</b> Communicate and Engage	Highly Advanced	<ul style="list-style-type: none"> <li>• Puts forward compelling arguments</li> <li>• Explains complex concepts appropriately for diverse audiences</li> <li>• Anticipates and addresses key areas of interest for diverse audiences and adapts style under pressure</li> <li>• Invites, actively listens and responds respectfully to questions, comments and suggestions</li> </ul>
<b>Relationships</b> Work Collaboratively	Highly Advanced	<ul style="list-style-type: none"> <li>• Communicates the expectation of collaboration across the organisation</li> <li>• Celebrates successful outcomes of collaboration across the organisation, region and sector</li> <li>• Establishes systems, structures and practices to facilitate sharing and learning across the organisation, region and sector</li> <li>• Develops respectful relationships with stakeholders who hold different, even directly conflicting, views</li> <li>• Sets a tone of inclusiveness and an expectation that all staff respect diversity in people, experiences and backgrounds</li> </ul>



## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> <li>• Credibly promotes the organisation's position in the community, region and sector</li> <li>• Builds and maintains a wide network of professional relationships outside the organisation</li> <li>• Obtains the commitment of key stakeholders to major projects and ensures ongoing communication</li> <li>• Uses understanding of decision-making processes and networks to determine the organisation's bargaining strategy</li> <li>• Uses sound evidence-based arguments supported by expert opinion to influence outcomes</li> <li>• Pre-empted and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution</li> </ul>
<b>Results</b> Plan and Prioritise	Highly Advanced	<ul style="list-style-type: none"> <li>• Sets and communicates organisational objectives, ensuring these are the focus for planning activity</li> <li>• Considers the organisation's long term role in the community and region when planning</li> <li>• Ensures that a governance framework enables high quality strategic, corporate and operational planning</li> <li>• Ensures effective governance of program and project management, including acceptance of new initiatives</li> </ul>
<b>Results</b> Deliver Results	Highly Advanced	<ul style="list-style-type: none"> <li>• Creates a culture of achievement by setting stretch goals and high expectations for self and others</li> <li>• Shares leadership responsibility and decision making authority, where possible</li> <li>• Drives organisational activity in an environment of ongoing change and uncertainty</li> <li>• Identifies and removes potential hurdles to achievement of sustainable outcomes</li> </ul>
<b>Resources</b> Assets and Tools	Highly Advanced	<ul style="list-style-type: none"> <li>• Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan</li> <li>• Ensures effective governance of the allocation, maintenance and investment in assets and tools</li> <li>• Promotes the role of councils as custodians of community assets</li> <li>• Actively pursues asset risk minimisation strategies, plans and outcomes</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Resources</b> Procurement and Contracts	Highly Advanced	<ul style="list-style-type: none"> <li>Ensures procurement and contract management policy and practices are in line with guidelines</li> <li>Ensures effective governance of procurement processes and management of supplier and contractor performance</li> <li>Monitors and evaluates compliance with and effectiveness of procurement and contract management policies and procedures</li> </ul>
<b>Workforce Leadership</b> Manage and Develop People	Highly Advanced	<ul style="list-style-type: none"> <li>Creates a climate in which people across the organisation want to do their best</li> <li>Ensures the organisation engages in effective performance management, development planning and talent identification</li> <li>Drives executive capability development and ensures effective succession management practices</li> <li>Creates a climate in which senior staff value regular feedback, continuous learning and new experiences</li> <li>Ensures workforce management systems, policies and practices are inclusive of all individuals</li> <li>Instils a sense of urgency around addressing performance problems among leaders in the organisation</li> </ul>
<b>Workforce Leadership</b> Optimise Workforce Contribution	Highly Advanced	<ul style="list-style-type: none"> <li>Ensures that operating models, systems, processes and workforce structure are aligned to key organisational strategies</li> <li>Oversees the workforce management strategy to ensure the organisation is the right size and shape to deliver outcomes</li> <li>Champions the benefits of diversity and ensures hiring practices attract diverse applicants and minimise selection biases</li> <li>Ensures talent management processes are in place to inform organisational development priorities and investment decisions</li> </ul>

## **Supplementary Information**

### **Selection Criteria**

**(Applicant must address all selection criteria)**

#### **Essential:**

1. All Applicants must be an Australian Citizen or an approved resident Visa Holder (Australian Government Visa Program) at the time of employment. Applicants that do not meet this requirement need not apply.
2. Tertiary qualification in Engineering and a relevant related field that will allow the certification as a Professional Engineer in NSW.
3. A minimum of 10 years' experience working in a relevant field at a management level or higher.
4. Demonstrated experience in managing a diverse portfolio of operational programs and projects and the leadership of staff from various technical disciplines.
5. Demonstrated experience with strategic asset planning including life-cycle modelling and scenario analysis.
6. Proven ability to maintain and develop a safe and healthy work culture and environment.
7. Proven ability to think conceptually and analytically to develop strategy and approaches to complex challenges.
8. Effective leadership skills that demonstrate the ability to provide the Directorate with clear objectives, to foster a positive and proactive working culture and to motivate staff towards higher performance and personal accomplishment.
9. Demonstrated commitment to people management practices that value and encourages continual learning and professional development.
10. Demonstrated ability in initiating and managing change process and performance management.
11. Strong conflict resolution, negotiation and influencing skills, with the ability to resolve disputes, find consensus and broker agreements.
12. Excellent report writing skills and a commitment to proactive communication, with the ability to simplify complex technical issues when dealing with internal customers or advising Councillors and the community.
13. Experience with the use of the Microsoft Office suite of products and demonstrated broad computer literacy.
14. A solid working knowledge and understanding of the roles and responsibilities set out in the Workplace Health and Safety Act and the principles of equal employment opportunity.
15. Current National Police History Check Report (or ability to readily acquire).
16. Class C Drivers license.

#### **Desirable:**

1. Relevant post-graduate qualifications or membership to a professional body.
  2. Demonstrated understanding of the environment and issues affecting the NSW local government industry and the ability to use this knowledge to tailor strategy and approaches.
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## **CORPORATE STANDARDS AND EXPECTATIONS**

Council expects all employees to adhere to Council's corporate standards and expectations:

### **Community and Customer Focused**

- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused in continuous improvement
- Deliver quality customer service and service delivery which exceeds Council and community expectations.

### **Code of Conduct and Equal Employment Opportunity**

- Ensure compliance with the Council's Code of conduct.
- Ensure compliance with consistently apply the principles of equal employment opportunity.
- Support and promote a professional working environment free from discrimination, harassment and workplace bullying.

### **Performance**

- Contribute to the outcomes of work teams in a collaborative and productive way.
- Work cooperatively and productively to achieve the objectives of Council's Community Strategic Plan and Integrated Planning & Reporting framework including the Delivery Program and Operational Plan.
- Regularly review and appraise own performance against required levels.

### **Work Health and Safety**

- Ensure you fulfil your specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, ensuring you take reasonable care for your own health and safety and for the health and safety of others employees and members of the general public.
- Participate in a delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

## **General Information**

### **Hours of work:**

Full time 70 Hour per fortnight, with work hours generally between 7:00am to 5:00pm Monday to Friday with a 43-minute lunch break. A nine-day fortnight policy applies.

This position is a Senior Officer within Councils workforce, and the hours of work will be dependent on community meetings, Council and committee meetings and a requirement to complete work to deadlines. Some variation in work hours will be required, depending on work status including overtime requirements and variation to RDO's.

*All applicants in applying for this role acknowledge that work hours require flexibility in this role and will not be a hard and fast daily time period.*

### **Leave entitlements:**

These entitlements are in accordance with the NSW Local Government (State) Award and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

### **Criminal Record Check:**

The successful applicant will be required to undergo a Criminal Check prior to appointment to the position.

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**Medical examination:**

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

**Performance Evaluation:**

Performance evaluation will be in accordance with Council policy. This position will be subject to Key Performance Indicators that will be developed with the applicant on employment.

**WHS Responsibilities:**

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

**Equal Employment Opportunity:**

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following: -

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

**Smoke – Free Workplace:**

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

**Learning and Development:**

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

**Code of Conduct and Council Policies, Protocols and Procedures:**

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

**Council Uniform:**

Administrative staff may participate in Council's Corporate Uniform Procedure (please discuss with the Manager HR, Workforce Development & Safety at the time of appointment).

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

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**Physical:**

Incumbent must be physically able to carry out their tasks in an ergonomically safe and healthy manner and be sufficiently able to carry out any rescue procedure that might reasonably be required.

**Job Description:**

This position description is indicative, and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.

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## IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the **selection criteria** listed in the **Position Description** and how they present at interview.

### ***The Job Information Package***

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

### ***The Position Description***

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

### ***Selection Criteria (Essential and Desirable)***

**The Essential Criteria** must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

**The Desirable Criteria** enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following: -

**Demonstrated** means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

**Knowledge of or the ability to rapidly acquire the knowledge** of means that you already have the required knowledge, or you can provide examples of past situations which have required the rapid acquisition of knowledge.

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**Thorough, sound or high level** indicates that a more advanced level of knowledge or skill may be required.

### ***Shortlisting and Interview***

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2) or (3) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are normally held at a Council facility. Face to face interviews are preferred, however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele conference. The same interview questions and format is followed for each candidate and the interview process usually can take between 30-45 minutes.

### ***Referees***

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

### ***Appointment Process***

The process normally takes up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical and security check. If the applicant accepts the position, the HR team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

### ***Some general points to remember when applying for a position***

- Applicants are encouraged to read the Position Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and your response to the selection criteria (essential & desirable).
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed and addressed to the General Manager.

If you require further information in relation to Council's recruitment processes, please contact HR, Workforce Development & Safety.

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